



October 14, 2010

Margaret John  
Executive Director  
Shasta Women's Refuge, Inc.  
2280 Benton Drive, Bldg A  
Redding, Ca 96003

**SUBJECT:** Performance Assessment Report  
**GRANT #:** DV09241053 & DR0901053  
**RECIPIENT NAME:** Shasta Women's Refuge, Inc.

Dear Ms. John,

Thank you again for your time on October 11, 2010, when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) Program grant for your agency. Attached please find a copy of the Performance Assessment including the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit, I have identified the following areas which need corrective action.

#### **Time Study Allocation Plan**

Finding: The project's Time Study Allocation is approximately 6 years old.

Citation: The Recipient Handbook (Section 2173.3) states, "The time study allocation plan must be reviewed, at a minimum, every two years to determine whether the percentages are still accurate. This requires performing another time study to gather the hours spent by employees on each program or grant..."

Corrective Action: A new time study should be conducted and a copy of the Time Study Allocation Plan should be submitted to Cal EMA no later than **April 14, 2010**.

#### **Fidelity Bond**

Finding: The Fidelity Bond Certificate held by the agency lacks a grant number identifying which funds the bond covers as listed in the Recipient Handbook. The Certificate also fails to identify Cal EMA as a beneficiary (additional insured).

Citation: Recipient Handbook, Fidelity Bond, Section 2160, requires recipients to obtain a fidelity bond or an equivalent employee dishonesty insurance contract in an amount equal to 50 percent of the total grant award, less matching funds. Section 2161.2 indicates the Fidelity Bond must include Form A, Employee Dishonesty, and Form B, Forgery Coverage. The Fidelity Bond must provide blanket coverage of all employees; a scheduled bond is not acceptable. Further, Section 2161.4 states the certificate holder or first loss payee must be the State of California, Emergency Management Agency. The grant numbers for each grant covered must be included.

Corrective Action: See Recipient Handbook Section 2160, Certificate of Insurance, for the components that must be included in the certificate. Documentation from an insurance carrier that verifies the grant recipient is in compliance with this requirement must be submitted to Cal EMA by **April 14, 2011**.

## **Organizational and Personnel Policies and Procedures**

Finding : The project lacks written standardized organizational policy and procedures that establish the process whereby data is collected and then reported.

Citation: Recipient Handbook Section 11350 states, "The organization must have written policies and procedures covering hiring, firing, termination, conflict of interest, benefits, salary rates, travel, etc. There should also be written procedures regarding the accounting and reporting functions... In addition, any other policies and procedures (e.g., purchasing contracts) that relate to operating the project must be in writing."

Corrective Action: A comprehensive administrative policy and procedure manual should be created to formally document the methods used for the collection of data related to the project, the responsibility of personnel involved in the reporting of data, as well as all other procedural guidelines for the functioning of the business. This process should be completed no later than **April 14, 2010**.

## **Written Policies for Responding to Law Enforcement**

Finding : The project lacks written policies for responding to Law Enforcement. The current policy basically states they will respond, but provides no information as to how to respond or where to respond. The current policy is less a policy and more a restatement of the terms of the Operational Agreement.

Citation: The 2009/2010 RFA (Part II, Section A, subsection "b", number "iv") indicates agencies must provide written protocol for how they will provide 24 hour emergency response to law enforcement and medical personnel.

Corrective Action: The project should develop written policies that document their response to Law Enforcement. This policy should include advocates responsibilities in responding as well as safe practices for those persons responding (i.e. where advocates may or may not meet officers to pick up victims). Evidence of the completion of said policy should be submitted to Cal EMA no later than **April 14, 2010**.

As for the other documentation that you were required to provide at the time of the site visit, I will be placing copies in your DV09/10 file and your master file at Cal EMA headquarters.

Enclosed is a copy of the completed Site Visit Checklist Form for your review. Please sign the cover page and return a copy of the page to me by **Monday November 15, 2010 or sooner** as confirmation of receipt.

Thank you again for your hospitality during this visit. If you have any questions regarding the site visit please contact me at 916.324.9104 or Jason.Stalder@calema.ca.gov.

Jason Stalder  
Criminal Justice Specialist  
Domestic Violence Section

Enclosures

C: Cal EMA R&R Logistics